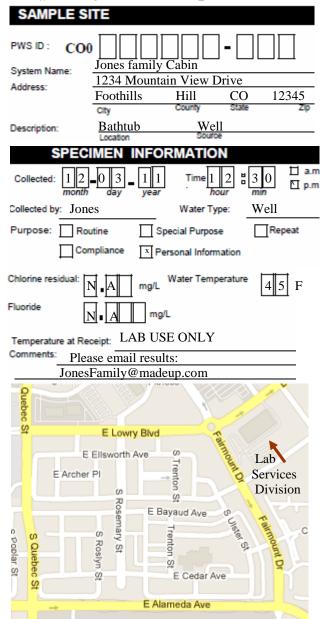
Request form example



I:\Customer info\Instructions\Chemistry\INST-VOC_screen-R0.doc

Laboratory Services Division

Water sampling instructions for Volatile Organic Compounds (VOC) screen



- 2-40 mL VOC vials
- 2-40 Trip Blanks 1 HCl acid dropper

Colorado Department of Public Health and Environment 8100 Lowry Boulevard Denver, CO 80230

Phone (303) 692-3048 Fax (303) 344-9989 http://coloradostatelab.us

Sample Collection

- Samples must be collected from a non-swivel, non-aerated tap
 - ~ Remove aerator if necessary
- Run cold water tap for 5 minutes prior to sampling
- Slow the water flow before collection
- Take care not to flush away any preservative in the vials
- Fill the VOC vials nearly full (to the bottom of the neck)
 - Add 2 drops of HCl from the dropper bottle to each VOC vial
 - Finishing filling the vial so that no air remains when capped and inverted. If bubbles are present remove cap and slowly add more water, but do not overfill
 - ~ Do not open the Trip Blanks



Bottle labels

- Write the customer name and collection date and time on each label and affix one label to each bottle
- If submitting bottles for more than one sample site/location please describe the location so we can tell the samples apart

Request for Analytical Services Form

- Verify that the customer address is correct and that the address can accept mail
 - Record an email address if you want the results emailed
- Ignore the PWS ID as this is only for public water systems
- Record any relevant sample site information
 - ~ See back page for example
- Record the date and time that the sample was collected
- Record the water type. For example: well, public, surface/pond/stream, or other (include description)
- Record the temperature of the water if known

Submitting samples to the laboratory

- The laboratory is not open on weekends or state holidays, so plan your sampling accordingly
- Ensure that the included ice packs are frozen so the samples will remain cold in transit
- Plan to overnight or hand deliver the samples to the laboratory as the samples must remain cold
- Either hand deliver or overnight the samples to:

Laboratory Services Division 8100 Lowry Boulevard Denver, Colorado 80230